

Guidance for submitting proposals to the Office of Science using the ePMA system

January 24, 2006

The following information provides guidance to National Laboratories for completing and submitting proposals for the ePMA system for the Office of Science. Specific fields are listed where an office has given guidance. All other fields for the proposal should be filled out as appropriate for the work being performed and the parameters of the proposal.

This Guidance is effective through August 31, 2006. New Guidance will be issued prior to that date with the revised Budget Year designations and other updates.

Office of Science

Office of Science HQ Program Organizations

(Although the Program Offices are identified in this table, in most cases a specific Division—and not the parent Program Office—will be designated for receipt of a proposal via ePMA. For example, SC-21.1, not SC-21.)

SC-21 – Office of Advanced Scientific Computing Research
SC-21.1 – Mathematical, Information, & Computational Sciences Division
SC21.2 – Small Business Research Division

SC-22 – Office of Basic Energy Sciences
SC-22.1– Chemical Sciences, Geosciences & Biosciences Division
SC-22.2 – Materials Sciences and Engineering Division
SC-22.3 – Scientific User Facilities Division

SC-23 - Office of Biological & Environmental Research
SC-23.1 – Life Sciences Division
SC-23.2 – Medical Sciences Division
SC-23.3 – Climate Change Research Division
SC-23.4 – Environmental Remediation Sciences Division

SC-24 – Office of Fusion Energy Sciences SC-24.1 – ITER and International Division SC-24.2 – Research Division SC 25 – Office of High Energy Physics SC 25.1 – Research & Technology Division SC 25.2 – Facilities Division SC-26 – Office of Nuclear Physics SC-26.2 – Physics Research Division SC-26.3 – Facility & Project Management Division SC 27 – Office of Science Education & Workforce Development

Information to be entered for Proposals for SC

This covers all proposals; general instructions and instructions for the Fiscal Year 2008 Budget Call are covered at the beginning of this table; exceptions specific to proposals for action for FY 2006 and/or FY 2007 are covered at the end of the table

<i>Administrative Data – ePMA Fields</i>	The following is guidance for entering data in fields on the Admin tab
Fiscal Year	Select 2008
Proposal Purpose	Select Budget
Proposal Reason	Select New or Ongoing ; the other choices are not allowed for FY 2008 Budget Call proposals
Estimated Proposal Begin Date	Enter 10/01/2007
Estimated Proposal End Date	Enter 09/30/2008 or select Is Open Ended
HQ Program Organization	Select the Division of the Program Office responsible for the project from the list of SC program organizations. The proposal will be routed to the appropriate HQ Administrator for that Division. Do not select a Program Office unless explicitly instructed to do so for the proposal being submitted. Please contact the appropriate Program Office with any questions.
<i>Budget Data – ePMA Fields</i>	The following is guidance for entering data in fields on the Budget tab
B&R Codes	<ul style="list-style-type: none"> Use the B&R Code already established for the project, if it is ongoing.

	<ul style="list-style-type: none"> • A minimum of one B&R Code must be entered • The B&R must have a minimum of the Program and Sub-Program level to be accepted <ul style="list-style-type: none"> ◦ Example: KP1102 or KA1501 or KC1200 • B&R Codes may be entered at a lower level, if applicable • Any number of B&R Codes may be entered (but only one division in a program office may be specified in the field HQ Program Organization; obtain HQ guidance on which division to specify if more than one B&R code is entered) <p>For further B&R code information, use CTRL + click to follow link to the Budget and Classification Code (BARC) system reports.</p> <p>http://www.mbe.doe.gov/efasc/frad/barc/index3.htm</p> <p>Report #1 - Assistant Secretary Listing lists B&R ranges by DOE office The following reports give detailed listings and descriptions of the departments B&R Codes: Report 4 - Master Report Part 1 (Codes 010000000 - DC5000000) Report 5 - Master Report Part 2 (Codes DF0000000 - GD3120312) Report 6 - Master Report Part 3 (Codes GH0000000 - ZN5000000)</p>
2006 Current FY	Insert the latest AFP budget numbers (obligations and costs) if an active project in FY 2006
2007 BY-1	Insert the numbers from the President's budget request, if available, (obligations and costs) if expected to be active in FY 2007
2008 BY	Insert funding requests for budget year (obligations and costs)
2009 BY+1	Insert funding requests, if any, for budget year plus 1 (obligations and costs)
2010 BY+2	Insert funding requests, if any, for budget year plus 2 (obligations and costs)
2011 BY+3	Insert funding requests, if any, for budget year plus 3 (obligations and costs)
<i>Technical Data</i>	The following is guidance for entering data in fields on the Technical tab
Milestones	List published (peer reviewed) articles or other deliverables
<i>Attachments</i>	The following is guidance for the Attachments tab
	Add a single attachment under Technical Progress category. This attachment should include all information for the Budget Call proposal not otherwise entered.
<i>Funding proposals for FY 2006 or 2007</i>	Please follow guidance above except for the following.

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<i>Administrative Data – ePMA Fields</i>	
Fiscal Year	Select 2006 or 2007 (select the first year for which the new funding is requested)
Proposal Purpose	Select Funding
Proposal Reason	New project, Renewal of existing project, Supplement to existing project, Change such as of Principal Investigator or allocation of funds, Informational Report, Other
Estimated Proposal Begin Date	Enter the date at which the requested funding or change is to first take effect
Estimated Proposal End Date	Enter the date by which the project period is to be completed
HQ Program Organization	As before
<i>Budget Data – ePMA Fields</i>	<p>The number of years requested is dependent on the work being proposed: New or renewal proposals: Typically 3 years are requested, but from 1 to 5 years may be requested as warranted by the substance of the proposal or instructed by the solicitation or HQ program staff. Supplement proposals: Budget data should reflect proposed additional funding levels for the project for each year requested; already awarded funding must not be included. Change, Informational or Other proposals do not have any funding requested (zero should be in all years).</p>
B&R Codes	Use the B&R Code already established for the project, if it is ongoing. For new projects follow the instructions above
For the fields 2006 Current FY through 2011 BY+3	Enter into each field the proposed funding level if funding is requested for that year; otherwise leave the field blank
<i>Attachments</i>	The following is guidance for the Attachments tab
New, Renewal and Supplement Proposals	Add a single attachment under the Other category. This attachment should include all information for the proposal as defined by SC Grants and Contracts as well as any requirements stated in the solicitation (if any) to which the proposal is responding or in instructions (if any) from the SC program manager responsible for the project who has requested the submission.
Change, Informational and Other Proposals (Not requesting additional funding)	Add a single attachment under Technical Progress category. This attachment should include all information for the proposal, including those in instructions (if any) from the SC program manager responsible for the project who has requested the submission.